



APPLICATION PROCESS

City of Hutto applicants,

Before completing the Employment Application on the pages listed below, please take a few minutes to read this page so you will be better informed about the City of Hutto's application process. Please be advised that the City of Hutto is a Drug Free Workplace and all applicants receiving a contingent offer of employment will be drug tested.

Applicants needing assistance during any phase of the application process, interview or employment process will need to contact a Human Resources Representative via email at HumanResources@huttotx.gov or via telephone at (512) 759-4035. Every reasonable effort will be made to accommodate your needs in a timely manner.

A City of Hutto application is required for all positions. You will not be considered for employment unless you complete and submit an application. You are encouraged to submit a resume in addition to your application.

Job postings: Job openings are posted at the city's website at www.huttotx.gov/jobs.aspx. Job openings may also be posted in local newspapers, TML's career center and at related professional associations' websites. If you would like to receive a free email notification of job openings, please subscribe to this complimentary service at www.huttotx.gov/list.aspx.

How to submit an application: You may fill out an application by hand and then submit the application via regular postal mail, fax or hand delivered to Hutto city hall, with the attention to Human Resources. You may also complete an application with the use of a computer (this process requires Adobe Acrobat or Reader). After your application has been completed, email the application to Employment@huttotx.gov. ***If completing an application by computer, you are not required to sign your application upon submittal. You will only be required to sign your application if you receive an interview.***

Deadlines for submitting an application: A deadline is established for all advertised positions. All applications must be submitted to Human Resources on or before the date and time. Applications submitted after the closing date and time will not be considered.

What happens to your application after it has been submitted? All applications for a current vacancy are received and processed by Human Resources. Applications will not be reviewed by the interview panel until after the position has closed.

Will you be called or contacted about the status of your application? Only those applicants who are selected for an interview will be contacted. Once the position has been filled, all applicants will receive a courtesy notification, sent either via email or regular postal mail.



Application for Employment

City of Hutto

Submit to:
Human Resources
City of Hutto
401 West Front St.
Hutto, Texas 78634
Employment@huttotx.gov
Phone: (512) 759-4035
Fax: (512) 846-2653

EQUAL OPPORTUNITY EMPLOYER: The City Of Hutto does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status.

General Information

Position applied for	Date of application
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Name	Last	First	Middle
Address (Street/Route/P.O. Box)		City	State
			Zip Code
Telephone	Email Address		Social Security Number
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<p>Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>State _____ Lic. # _____</p> <p>Exp. Date _____ Type _____</p> <p>Can you show proof of eligibility to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you been employed under any other name? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list: _____</p>	<p>Are you related by kinship or marriage to any City of Hutto employee or City Council member? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give name & relationship: _____</p> <p>Have you been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (For consideration on certain positions)</p> <p>If yes, explain: _____</p> <p>Date available for work: _____</p> <p>Available for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Shift</p>
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Education & Training

Indicate the highest school grade completed 1 - 12 _____			
Did you graduate/achieve GED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Higher Education Institution*	Location	Major	Type of degree or certificate earned

*Please include undergraduate colleges or universities, graduate schools and technical, vocational or business schools.

Special Skills/Qualifications

Add any additional special job-related skills or qualification you may have received from your experiences (e.g., foreign language proficiency, office or special equipment you can use and types of computer software and hardware:

If a license, certificate or other authorization is required or related to the position for which you are applying, complete the following:

License/Certificate (i.e. PE, RN, CPA, etc)	Date Issued	Issued by (State or other Authority)	License Number	Location of issuing Authority (City/State)

Employment Record

Instructions: Beginning with your most recent job, list below jobs which you have held and specifically describe duties performed. Include any job-related military service assignments or volunteer work. **YOU MAY ATTACH A RESUME IF YOU WISH, BUT YOU MUST FILL OUT THIS SECTION FULLY.** If you need additional space, please continue on a separate sheet of paper.

LIST NAME, ADDRESS & PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST

Job Title:From:To:

Immediate Supervisor:Last salary (Hr., Mo., or Yr.):

Employer Name:Phone:

Address:

Duties:

Reason for leaving:

Job Title:From:To:

Immediate Supervisor:Last salary (Hr., Mo., or Yr.):

Employer Name:Phone:

Address:

Duties:

Reason for leaving:

Job Title: _____ From: _____ To: _____
Immediate Supervisor: _____ Last salary (Hr., Mo., or Yr.): _____
Employer Name: _____ Phone: _____
Address: _____
Duties: _____
Reason for leaving: _____

Job Title: _____ From: _____ To: _____
Immediate Supervisor: _____ Last salary (Hr., Mo., or Yr.): _____
Employer Name: _____ Phone: _____
Address: _____
Duties: _____
Reason for leaving: _____

Professional References – (Provide name, telephone number and e-mail address of three persons excluding relatives and previous supervisors)

Name	Telephone Number	E-mail

Applicant's Statement (Please read and sign below)

<p>I certify that all answers given in this application are true and complete. I also understand that any offer of employment may be conditional upon the satisfactory results of a medical evaluation, drug screening and driver's license check. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold the City or any other individual involved in this investigation liable for information obtained in this process. I also understand that false or misleading information given in my interview or this application may result in elimination from consideration for employment or discharge at any time. I further understand that, if employed, I will abide by all policies, rules and procedures of the City of Hutto. I understand the City of Hutto follows an "employment at will" meaning the City of Hutto may terminate my employment at any time, for any reason consistent with applicable state or federal law. This "employment at will" policy cannot be changed verbally or in writing.</p>
<p>Signature: _____ Date: _____</p>